

## ST.TIMOTHY PARISH PASTORAL COUNCIL

April 3, 2013 meeting minutes

PRESENT: Phil Sheehy, Paul Stratman, Fr. Bolte, Rick Harvey, Erica Kohlman, Sue Keller, Nicole Grosser, Paul Melihercik

ABSENT: Pete Freeman, Fr. Jacob

Phil Sheehy called the meeting to order...March minutes were approved and seconded

OPENING PRAYER: Paul Meliherick

**FINANCE:** Joe VonLehman attended the meeting and presented the attached reports. Items of concern are the pledges and offertory contributions which are low. Annual dance comparison sheet is also attached.

**WORSHIP:** Erica Kohlman presented the report ([attached](#))  
The tabernacle HAS NOT been approved to move. Spaghetti dinner and concert in May.

**OUTREACH:** Phil Meliherick presented the report ([attached](#)).

**ADULT FAITH FORMATION:** Pete Freeman was absent but sent notes ([attached](#)).

**YOUTH FAITH FORMATION:** Fr. Jacob was not present, but Fr. Bolte commented that the youth retreat went well and play "What a Week for Jesus" was very successful.

**UMBRELLA GROUP:** Fr. Jacob - no report

**EDUCATION:** Paul Stratman presented reports for PSR ([attached](#)) and school ([attached](#)). No report received from St. Paul.

**COMMUNITY:** Nicole Grosser presented the report ([attached](#)).

### PASTOR'S REPORT:

- Holy Week went very well. It was really nice to have the seminarians, Joey Shelton and Eric Andriot assist with the services.
- Blessing for the new stations were done on Good Friday evening prior to the Youth Group's "What a Week for Jesus"
- The committee is still working on a school and is very close to completing the presentations to the bishop. They are making steady process. Working with the documents that a parish in Indiana supplied when the Indiana parish started the process of building a school.
- BAPTISMAL FONT: The basic idea of the font will be marble on the top and sides, the inside will be ceramic and a mosaic in the center, the proposal came back around \$53,000. An anonymous donor may contribute \$30,000, the parish would need to raise the additional \$23,000. An option is to repair the current structure which will run around \$15,000. After some discussion it was decided, that Fr. Bolte will meet with the anonymous donor and discuss the costs with the finance committee. Parish Council agreed to a motion to proceed with a new baptismal font. A vote was taken and all agreed, there were no nays.
- Sanctuary/Choir – no changes since the minutes from March, 2013. Discussion regarding possibly putting the choir behind the altar for a month without any screening to see what the parish community feels. The diocese is pushing to put the tabernacle in church, but there have been no plans.
- DPAA starts this weekend. \$198,200 is our goal.

- Nominations for the different committees start in April. Discernment will occur sometime in May. June is a joint meeting with new members and old.

**NEW BUSINESS**

Sue Keller will not be able to attend the May meeting. Pete Freeman will take the minutes for the May meeting.

Opening Prayer for May- Paul Stratman  
Closing Prayer for May - Erica Kohlman

CLOSING PRAYER: Erica Kohlman

Respectfully submitted,  
Sue Keller

## **WORSHIP**

Committee Minutes - March 13, 2013

Present: Fr. Jacob, Katie Barton, Barb Gorres, Sarah Hoeben, Steve Pujol, Laura Nix, Twila Schwabe

The meeting was started with prayer at 7:40 pm.

The minutes from February were approved by Sarah Hoeben and Barb Gorres.

Pete Freeman will take the minutes for the May meeting.

- Pastoral Report  
The Tabernacle will be moved into the Church. The questions are when, where will it go and where will the Choir be moved to. Father Bolte says that if the Choir is moved behind the Alter a partition of some sort (wall, fabric etc.) will be placed in front of the Choir. This is thought to be more of a distraction during Mass than just having the Choir behind the Alter. It was suggested that a committee be formed to explore options on moving the Tabernacle into the Church.
- Art and Environment  
Decorating for Palm Sunday will be on March 22 after the 10 am Mass. Holy Thursday decorating will be on March 27 at 5 pm. After Holy Thursday Mass the Church will be stripped for Good Friday. Easter Sunday decorating will be on March 30 at 10 am.
- Music
  - During Easter there will be variety of instruments (flute, violin, trumpets) used at the various Masses. The children's choir will perform with the adult choir on Palm Sunday.
  - There will be a spaghetti dinner and concert in May. The event will be based on the theme of "The Year of Faith."
  - The Choir has been asked to provide music for Feast of Corpus Christi on June 2 at 2 pm.
- Sue Fichner has the window clings for the doors.
- Is Steve Alley still interested in the videos for server training?
- If there is a Ceremony for servers, are letters going to be sent to inform the parents of this event?
- Is it possible to get Brian Patrick to speak during Masses to discuss the free resource of Sacred Heart Radio?
- Father Jacob is in charge of volunteers for the foot washing on Holy Thursday.
- Seder Meal will be discussed in the fall of 2013 for the possibility of the Meal in 2014.
- Sarah will be checking into the cost of the sandwich boards for Adoration. Steve will get in touch with Dody Robinson or Elaine Millar about the possibility of having a week to week sign up for Adoration in the gathering space after Masses.
- During his travels, Steve said that at several Churches in the Mid West, Eucharistic Ministers sanitized their hands before gathering on the Alter to receive Holy Communion. Could that possibly be something that we should consider?

The meeting closed with prayer and was adjourned at 8:46.

The next meeting will be April 10, 2013 at 7:00.

**SERVICE**  
March 2013

Submitted by Lesley Duggan

- Monthly Shelter Meal
  - The Feb. 26 meal was delivered to Welcome House Emergency Shelter. So far, it has been a challenge to prepare and deliver the meal in time for the shelter's 4:30 serving time. The start time for the volunteers could begin earlier, but that would defeat the purpose of it being a family friendly service opportunity as adequate prep time needs to begin before the school day ends. This will be one of the issues the new discerned Outreach committee will address.
  - No meal was set for March due to space constraints and the Easter calendar.
- Summer Mission Trip
  - This year's mission trip will be through World Servants, an organization with short-term mission locations in the Appalachia area. Our mission location is West Virginia the week of June 16-22. Lesley, Tim and Paul will hold an information meeting for all interested parishioners on Sunday, April 14 at 5:30 pm in BH.
- Fr. Ruschman Garden of Gratitude
  - A planning meeting was held on February 28 with 9 gardeners in attendance. 2013 crops were determined based on 2012 stats and input from our recipient agencies.
  - A volunteer appreciation dinner was held on March 18. There were 40 garden volunteers in attendance. Service hour certificates were given to the children and youth in attendance.
  - Planting will begin on Saturday, April 13.
- Rosary Guild Ministry – Report provided by Judeanne McGilloway, ministry coordinator
  - Women's CRHP - 2 bags of beads and 30 crucifixes were given to Sue Hinkle for the Women's CRHP Retreat. Rosary Guild member Jenny Yuskewich is on the giving team and she will make the Rosaries.
  - Men's CRHP - 24 purple and yellow Rosaries were made and provided for the recent Men's CRHP Retreat.
  - Youth Ministry - The STYM group is in the process of making World Peace Mission Rosaries for the First Holy Communion students. I (Judeanne) am in the process of working with STYM to teach them how to assemble them. I will continue to assist them until the 100 needed Rosaries are complete.
  - Homeschool - I am working with Sarah Mueller to come up with a convenient time to make Rosaries with the Homeschool children of our parish. Most of the children are too young to learn the knots, so I will just let them string the beads and we will tie the knots for them.

**COMMUNITY**

- Fish Frys went very well this year. We have a great group of weekly volunteers that was adequately supplemented with help that signed up in the gathering space and otherwise. Gross numbers are very high, overall it looks to be our best year yet. A wrap up/appreciation dinner is planned for April 15 to plan for next year.
- Bunnyfest had approximately 300 people attend/volunteer. Everyone seemed to have a nice time. We are considering purchasing the crafts for next year now while they are on clearance.
- VBS will take place June 10-14. Planning is underway.
- Oktoberfest 5K has been approved by the city and plans for the race and the festival will begin moving forward in the next few weeks. New committee members are always welcome!

## **PSR Grades 1 - 8**

April 2013

Submitted by Debbie Froschauer

### Current & Upcoming Events:

- First Communion will be celebrated on May 4<sup>th</sup> at 11:30am and 2:00pm Masses. 113 students will receive their First Holy Communion. Three RCIC students received their First Communion during the Easter Vigil. There will be a reception in Brodnick Hall following the 9:30 and 11:30 Masses on May 5<sup>th</sup>. Fr. Bolte will hold a special blessing in the Youth Room for First Communion and gift items that the kids receive. First Communicants are encouraged to wear their First Communion attire to church.
- PSR Closing Mass will take place on Sunday, May 5<sup>th</sup> at the 9:30 Mass. The Sunday Preschool students will participate in a May Crowning ceremony during Mass.
- The Confirmation Informational Meeting will be held on Monday, April 29<sup>th</sup>. This is a mandatory parent and student meeting for all incoming 8<sup>th</sup> graders who will be receiving the Sacrament of Confirmation next year.
- Outgoing 8<sup>th</sup> graders are invited to attend STYM on Sunday, April 14<sup>th</sup> in Brodnick Hall. This is a special evening to introduce them to the Youth Ministry and invite them to become a member. STYM is organizing the event.
- PSR classes will conclude for the year during the first week of May.
- Catechist Appreciation Brunch is planned for Sunday, May 5<sup>th</sup> following the 9:30am PSR Closing Mass. Invitations will go out this week to all 92 catechists and helpers.

### Planning & Long Range Projects:

- Registration continues for the 2013-2014 school year. Several classes are already full at this time especially the Sunday 10:05 time option.
- Catechist recruitment is taking place for grades 1-8 and Sunday Morning Preschool.
- A reminder mailing will be going out the week of April 8 with information on registering for 7<sup>th</sup> and 8<sup>th</sup> grade Confirmation classes. This is an area of concern to insure that all public and Catholic school students become aware that they need to register for necessary classes.
- Working with Leslie Duggan on ways to enhance the service component of Confirmation. Plans are underway to get confirmation classes involved by partnering with the organizations for the Alternative Christmas. The students would also establish an ongoing rapport with the organization so as to fully understand how the organization works, represent the organization at Alternative Christmas and volunteer throughout their Confirmation program.

### Resource Room and Sunday Preschool

Submitted by Deb Thomas

The Resource Room students have two more classes and then will close for the year with the May Crowning Mass on May 5th. We have started recruiting catechists and faith buddies for the 2013-2014 school year. The Sunday Preschool enrollment for the 2013-2014 school year is also underway and catechists and parent helper recruitment has also begun.

## **ADULT FAITH FORMATION**

AFF did not meet this month. Notes from Pete Freeman:

- The committee is making arrangements with Fr. James Sichko to conduct our 2014 Parish Mission. Fr. Sichko is pastor of St. Mark Parish in Richmond, KY. Fr. Sichko is a noted speaker, retreat master and mission leader throughout the country. He also ministers to the rural areas of Eastern Kentucky. The committee has listened to 2 CD's of a mission he presented. Mary Jo Rectin suggested Fr. Sichko to us. Pat Tenbrink has confirmed with Jennifer Fedders that the dates of October 12-15, 2014 are open. Pat sent details from Father Jim, as well as costs, to Father Bolte in an e-mail on March 25, for his approval.
- AFF will meet again on Sunday April 14 after 9:30 Mass.
- Also, last year I was given the AFF budget to work on. Has the budget process started? I have not seen the budget for next year yet.

## **PRESCHOOL AND KINDERGARTEN**

Submitted by Deb Thomas

- This past month each teachers and assistants were observed in the classroom for formal and informal observations. Following the observations, we met with each teachers and assistants to discuss goals and objectives as well to take an opportunity to review self-evaluations. This was very beneficial for the teaching staff as well as the administrative staff and in many ways set the tone for our strategic planning sessions in the fall. Following the observations and meetings, each person was given their letters of intent and we are in the process of reviewing the letters and making changes for next year.
- We will also be sending home end of the year evaluations to parents for feedback in the school programs. This will also be a key component for our strategic planning sessions in the fall.
- As you know, Debbie Froschauer has taken the DRE position, so I will be working through the end of the year without filling her position. In July, Amy Reed, a current teacher in the preschool staff, will transition into the administrative assistant position for the preschool and kindergarten. Amy has a background in human resources and finance.
- As of right now, the kindergarten and the four year old program are full with waiting lists for both. We still have spaces available for three year olds and we are still giving tours on a weekly basis.
- Upcoming events in the preschool and kindergarten include the kindergarten zoo performance, the transportation exploration and the Frisch marionettes program in the preschool.